
MANDATORY PROVIDENT FUND SCHEMES AUTHORITY

User Manual for the eService

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I. INTRODUCTION

- I.1 The “eService” is an electronic platform established by the Mandatory Provident Fund Schemes Authority (MPFA) to facilitate registered intermediaries to view their registration information, submit and view their annual returns and quarterly return on complaints, and see their submission history on this electronic platform at any time. In addition, subsidiary intermediaries (individuals) can view their last 3-years’ registration history. The MPFA intends to launch more services on this electronic platform in the future.

II. LOGIN

- II.1 A registered intermediary will be given a Login ID and a password upon being of registered.
- II.2 A registered intermediary can access the eService by clicking on “Intermediary” under “Industry Practitioner” on the right hand side of the menu bar on the homepage of the MPFA website (www.mpfa.org.hk). The intermediary can then click on the “Principal Intermediary Login” or “Subsidiary Intermediary Login” box under “eService”. Finally, the intermediary needs to input its/his/her Login ID, password and the “CAPTCHA” (a randomly-shown number) that appears on the screen. Please see below:



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[MPFA](#) [MPF System](#) [MPF Education](#) [Member Protection](#) [Supervision](#) [Legislation & Regulations](#) [Public Registers](#) [ORSO](#) [Information Centre](#)

[Employee](#) [Employer](#) [Self-employed Person](#) [Industry Practitioner](#)

Industry Information

[Home](#) > [Industry Practitioner](#) > [Intermediary](#)

Useful Tools

- Forms
- MPF Calculators
- Fee Comparative Platform
- Trustee Service Comparative Platform
- Reference Materials
- List of Approved Trustees and MPF Schemes
- Learn More about MPF Intermediaries

FAQ

Had a question in mind?

[Go](#)

Requirements for MPF Intermediaries

Registration Requirements

How to register as an MPF intermediary?

Conduct Requirements

What are the conduct requirements for an MPF intermediary?

Training Requirements

What are the training requirements for an MPF intermediary?

What's New

- Circulars for MPF Intermediaries
- Publications
- Enforcement News

eService Mobile App

For Subsidiary Intermediary Download

Principal Intermediary Login

(Password Required)



Subsidiary Intermediary Login

(Password Required)





Subsidiary Intermediary

Login

Login ID:

Password:

[Forgot Password?](#)

1 7 9 1

[Refresh](#)

ENTER THE NUMBER

Please enter the number as shown in this box. If you can't see the number clearly, please click refresh to get another set of number.

SUBMIT

First Time Login

II.3 For intermediaries registered **before 23 December 2013**, they are required to set a **second password** and this will be used for subsequent logins. Please see below:



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中文


Subsidiary Intermediary


Please note that your second password has to be set in your first login due to new MPFA password policy, this second password will be used when you login to eService next time

Enter new second password

Re-enter new second password

SUBMIT

II.4 For registered intermediaries registered **on or after 23 December 2013**, they are required to set **a first and a second password** and these will be used for subsequent logins. Please see below:



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Home > First Login

Enter current first password:

Enter new first password:

Re-enter new first password:

Enter new second password:

Re-enter new second password:

BACK

SUBMIT

Please reset your first and second password in your first-time login or after your request of regeneration of first password due to "Forgot Password". These 2 new passwords should be used when you login to eService next time.

Subsequent Logins

II.5 After inputting the Login ID, password and CAPTCHA, intermediaries will be provided with an option to select a Login Mode, **either** “One Time Token” **or** “Second Password” for security reasons. Please see below:

[User Manual](#) | [Online Demo](#) | [Security Tips](#) | [中文](#)



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Subsidiary Intermediary

Please select LOGIN Mode ?

One Time Token
You are required to input an email address which you have registered with the MPFA for verification

OR

Second Password
You are required to input a second password.



One Time Token

- II.6 For Principal Intermediaries and Subsidiary Intermediaries (Appointed Long Term Insurance Agents), the contact person's email address registered with the MPFA should first be entered. An email with a one time token will then be sent to the registered email address. The token needs to be entered for a successful login. The token is only valid for 8 minutes. Please see below:

[User Manual](#) | [Online Demo](#) | [Security Tips](#) | [中文](#)



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Principal Intermediary
LOGIN Mode - One Time Token
Enter Email Address:

Please input Contact Person Email Address which you have registered with the MPFA.

[BACK](#) [SUBMIT](#)

- II.7 For Subsidiary Intermediaries (Individuals), their personal or business email address registered with the MPFA needs to be entered. A one time token will be sent to that registered email address. The token needs to be entered for a successful login. The Token is only valid for 8 minutes. Please see below:

[User Manual](#) | [Online Demo](#) | [Security Tips](#) | [中文](#)



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Subsidiary Intermediary

LOGIN Mode - One Time Token

Enter Email Address:

For Subsidiary Intermediary(Individual), please input your Personal Email Address or Business Email Address which you have registered with the MPFA.

For Subsidiary Intermediary(Agency Company), please input your Contact Person Email Address which you have registered with the MPFA.



[BACK](#) [SUBMIT](#)

[Disclaimer](#) | [System Requirement](#) | [Privacy Policy](#) | [Terms and Conditions](#) | [Contact Us](#)
Best viewed with Internet Explorer 8.0 or above with 1024 X 768 resolution

- II.8 Registered intermediaries who have not registered an email address with the MPFA can only use the second password option to login.

Second Password

II.9 Registered intermediaries should enter 3 alphanumeric characters (randomly selected by the eService) of the second password previously set by them. Please see below:



The screenshot shows the login interface for Subsidiary Intermediaries. At the top, there is a navigation bar with links: User Manual, Online Demo, Security Tips, and 中文. The MPPFA logo and name are on the left, and the eService logo is on the right. The main content area features a background image of three business professionals. Overlaid on this is a login form titled "Subsidiary Intermediary" with the subtitle "LOGIN Mode - Second Password". The form prompts the user to "Enter Second Password" and displays a password field with six characters: the first, fourth, and second-to-last characters are visible, while the others are masked with asterisks. Below the field are labels "1st", "4th", and "2nd last". A red link "Forgot Password?" is positioned below the field. At the bottom of the form are two orange buttons: "BACK" and "SUBMIT". The footer contains a disclaimer, system requirements, privacy policy, terms and conditions, and contact information, along with a note about the browser and resolution.

User Manual | Online Demo | Security Tips | 中文

MPPFA 強制性公積金計劃管理局
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eService

Subsidiary Intermediary

LOGIN Mode - Second Password

Enter Second Password

1st 4th 2nd last

Forgot Password?

BACK SUBMIT

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Successful Login

II.10 There will be a box showing “Terms and Conditions for use of an eService System” after successful login. Intermediaries should read all the terms and conditions carefully and click on “ACCEPT” in order to use the eService functions.

Forgotten Password

II.11 If an intermediary forgets the password, please click on “Forgot Password?” on the Login page. Please see below:

[Mobile App](#) | [User Manual](#) | [Online Demo](#) | [Security Tips](#) | [中文](#)

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Subsidiary Intermediary

Login

Login ID:

Password:

[Forgot Password?](#)

1 7 9 1

Refresh

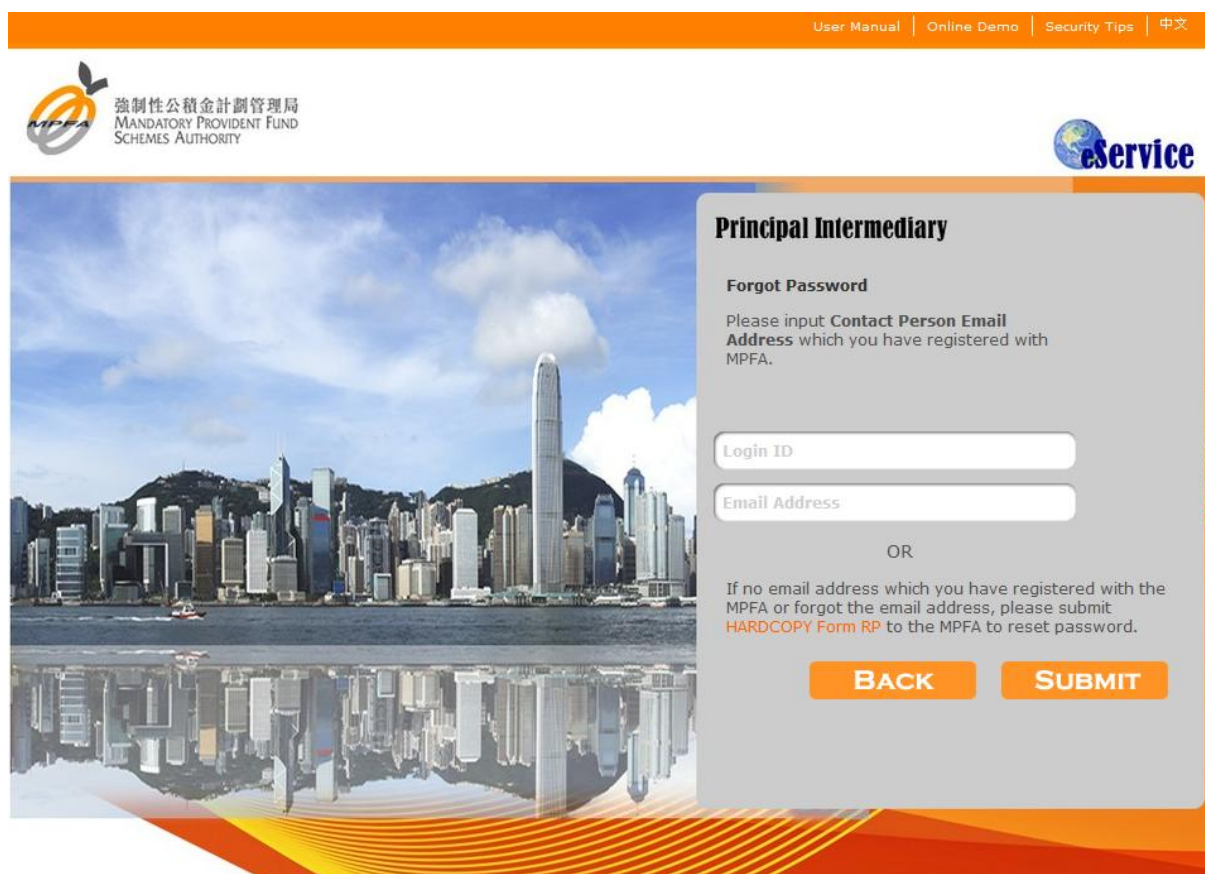
ENTER THE NUMBER

Please enter the number as shown in this box. If you can't see the number clearly, please click refresh to get another set of number.

SUBMIT

[Disclaimer](#) | [System Requirement](#) | [System Maintenance Schedule](#) | [Privacy Policy](#) | [Terms and Conditions](#) | [Contact Us](#)
Best viewed with Internet Explorer 8.0 or above with 1024 X 768 resolution

- II.12 For Principal Intermediaries or Subsidiary Intermediaries (Appointed Long Term Insurance Agents), please input the Login ID and the contact person email address which have been registered with the MPFA. The MPFA will then send the new password to the contact person's email address. Alternatively, if no contact person email address has been registered with the MPFA or that email address is forgotten, please click on "HARDCOPY Form RP" to access the form and return it to the MPFA. Please see below:



The screenshot shows the MPFA eService portal. At the top, there is an orange navigation bar with links: User Manual, Online Demo, Security Tips, and 中文. The MPFA logo is on the left, and the eService logo is on the right. The main content area features a background image of the Hong Kong skyline. On the right side, there is a grey box titled "Principal Intermediary" with a "Forgot Password" section. This section contains instructions to input the contact person's email address, followed by input fields for "Login ID" and "Email Address". Below these fields is an "OR" section with instructions to submit a "HARDCOPY Form RP" if no email address is registered or forgotten. At the bottom of the grey box are two orange buttons: "BACK" and "SUBMIT".

User Manual | Online Demo | Security Tips | 中文

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eService

Principal Intermediary

Forgot Password

Please input **Contact Person Email Address** which you have registered with MPFA.

Login ID

Email Address

OR

If no email address which you have registered with the MPFA or forgot the email address, please submit **HARDCOPY Form RP** to the MPFA to reset password.

BACK **SUBMIT**

Disclaimer | System Requirement | Privacy Policy | Terms and Conditions | Contact Us
Best viewed with Internet Explorer 8.0 or above with 1024 X 768 resolution

- II.13 For Subsidiary Intermediaries (Individuals), please input the Login ID, and the personal or business email address previously registered with the MPFA. The MPFA will then send the new password to that Email Address. Alternatively, if no Email Address has been registered with the MPFA or that registered email address is forgotten, please click on “HARDCOPY Form RP” to access the form and return it to the MPFA. Please see below:

[User Manual](#) | [Online Demo](#) | [Security Tips](#) | [中文](#)



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Subsidiary Intermediary

Login

Login ID:

Password:

[Forgot Password?](#)

2 3 8 9

[Refresh](#)

Please enter the number as shown in this box. If you can't see the number clearly, please click refresh to get another set of number.

SUBMIT

[Disclaimer](#) | [System Requirement](#) | [System Maintenance Schedule](#) | [Privacy Policy](#) | [Terms and Conditions](#) | [Contact Us](#)
Best viewed with Internet Explorer 8.0 or above with 1024 X 768 resolution


Relevant online demonstrations are available at
<https://eservices.mpfa.org.hk/eservice/eng/demo.do>

Password Security

- II.14 Please take necessary measures to keep your passwords safe and secure.
- II.15 Do not allow other people/unauthorized persons to use the passwords.
- II.16 If you notice or suspect that your Login ID and/or password(s) have been lost, stolen or are being used by an unauthorized party, you shall immediately change your passwords, and notify the MPFA.
- II.17 Please avoid using a public internet connection to access the eService.

III. GENERAL INFORMATION

- III.1 Once logged in, intermediaries can view under “General Information”, their registration information previously provided to the MPFA.
- III.2 For Principal Intermediaries, there are 5 tab-pages, namely, Basic Information, Regulatee Qualification, Responsible Officer, Compliance Officer and Contact Person. Please see below:




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Home > General Information

Welcome Tai Tai Insurance Company Limited
Last Login Attempt:04/12/2014 14:36 Successful

Principal Intermediary


General Information  Print


Name:	Tai Tai Insurance Company Limited 大大保險有限公司
MPF Registration No.:	IC999997
Frontline Regulator(s):	Insurance Authority
Status:	Active

Basic Information | Type A Regulatee Qualification | Responsible Officer | Compliance Officer | Contact Person

Business Registration No.:	12345678
Email Address:	xxx@taitai.com
Telephone No.:	23456789
Fax No.:	45674567
Address of Principal Place of Business in Hong Kong (English):	
FLT/ROOM 2304 23/F BLOCK A SUCCESS BUILDING 36 SUCCESS STREET CENTRAL HONG KONG	
Address of Principal Place of Business in Hong Kong (Chinese):	
香港 中環 成功街35號 成功大廈 A座 23樓 2304室	

III.3 For Subsidiary Intermediaries (individuals), there are 3 tab-pages, namely, Registration Information, Basic Information and Regulatee Qualification. Please see below:


 [A](#) [A](#) [繁體](#) [User Manual](#) [Security Tips](#) [Change Password](#) [Logout](#)


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Welcome C-SI-003719 Last Login Attempt:07/01/2015 09:26 Successful


Home > General Information


Subsidiary Intermediary

General Information  Print

 General Information

 CPD Annual Return

 View Submission History

 Online Demo

Name:	Chan Tai Man 陳大文
MPF Registration No.:	999999
Frontline Regulator(s):	Insurance Authority
Status:	Active

Registration Information Basic Information Regulatee Qualification

Please find below your registration history of MPF intermediary for the past 3 years:

Registration Date	Revocation Date	Revocation on Disciplinary Ground
30/12/2012		

Disqualification Period (if applicable):

III.4 For Subsidiary Intermediaries (Appointed Long Term Insurance Agents), there are 3 tab-pages, namely, Basic Information, Regulatee Qualification and Contact Person. Please see below:

The screenshot shows the MPFA e-services portal for Subsidiary Intermediaries. The header includes the MPFA logo and name in Chinese and English, a breadcrumb trail 'Home > General Information', and a welcome message for user B-SI-038952. A left sidebar contains three orange buttons: 'General Information' (selected), 'View Submission History', and 'Online Demo'. The main content area is titled 'Subsidiary Intermediary' and has a 'Print' button. It features a 'General Information' section with a table of details for 'Happy Insurance Agency Limited'. Below this is a tabbed interface with three tabs: 'Basic Information' (selected), 'Regulatee Qualification', and 'Contact Person'. The 'Basic Information' tab contains a table with contact and registration details, and a text field for the principal place of business in Hong Kong.

Subsidiary Intermediary	
General Information	
Name:	Happy Insurance Agency Limited
MPF Registration No.:	A9999999
Frontline Regulator(s):	Insurance Authority
Status:	Active


Basic Information	
Business Registration No. :	99999999
Email Address:	xxx@happyinsurance.com
Telephone No.:	2736XXXX
Fax No.:	3005XXXX
Address of Principal Place of Business in Hong Kong:	

Relevant online demonstrations are available at
<https://eservices.mpfa.org.hk/eservice/eng/demo.do>

IV. QUARTERLY RETURN ON COMPLAINTS AGAINST MPF INTERMEDIARIES

Quarterly Return on Complaints to be Delivered by MPF Principal Intermediaries

IV.1 Principal Intermediaries can click on the “Quarterly Return on Complaints” button on the left menu bar to submit a quarterly return on complaints to the MPFA.





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Home > General Information


Welcome Tai Tai Insurance Company Limited
Last Login Attempt:10/12/2014 15:09 Successful


Principal Intermediary


General Information 

 General Information

 Quarterly Return on Complaints

 Annual Return

 View Submission History

 Online Demo

Name:	Tai Tai Insurance Company Limited 大大保險有限公司
MPF Registration No.:	IC9999997
Frontline Regulator(s):	Insurance Authority
Status:	Active

Basic Information

Type A Regulatee Qualification

Responsible Officer

Compliance Officer

Contact Person

Business Registration No.:	12345678
Email Address:	xxx@taitai.com
Telephone No.:	23456789
Fax No.:	45674567

Address of Principal Place of Business in Hong Kong (English):
F11/ROOM 2304 23/F BLOCK A SUCCESS BUILDING 36 SUCCESS STREET CENTRAL

Download the Template of the Quarterly Return on Complaints

IV.2 Please click the “DOWNLOAD” button at the bottom of the page to download the template of the Quarterly Return on Complaints and prepare it in Microsoft Excel program. The Microsoft Excel file should be saved by a file name using the format of “xQYYYY_Reg.no.”. (Example : 2Q2015_IC999999)

Last Login Attempt:10/12/2014 14:26 Successful

General Information

Quarterly Return on Complaints

Annual Return

View Submission History

Online Demo

Uploading Quarterly Return On Complaints

Year:	2014
Quarter*:	First Quarter
Email Address:	
Attached Return	Note: [Browse Cancel]

To download the template, click [DOWNLOAD](#)

Note: Please use the following format xQYYYY_Reg no. for file name (Example: 2Q2015_IC999999.xls or 2Q2015_IC999999.xlsx)

*:Mandatory field

[SUBMIT](#)

檔案下載

是否要開啟或儲存這個檔案?

名稱: Quarterly_Complaint_Return_Template.xls
類型: Microsoft Office Excel 97-2003 工作表, 1.02...
從: www.mpfa.org.hk

開啟舊檔(O) 儲存(S) 取消

☒ 開啟這類檔案之前, 一定要先問我(W)

雖然來自網際網路的檔案可能是有用的, 但是某些檔案有可能會傷害您的電腦。如果您不信任其來源, 請不要開啟或儲存這個檔案。 [有什麼樣的風險?](#)

Input Required Information and Submit

IV.3 Fill in ALL fields on the Quarterly Return on Complaints form and upload the prepared return file by clicking the “Browse” button. Then press the “SUBMIT” button to complete the submission. Once submitted, the information cannot be changed using the eService.

General Information

Quarterly Return on Complaints

Annual Return

View Submission History

Online Demo

Uploading Quarterly Return On Complaints

Year:	2014
Quarter*:	First Quarter
PI MPF Reg No:	IC999997
PI Name:	Tai Tai Insurance Company Limited
Confirm Nil Return:	<input type="checkbox"/>
Contact Person*:	Ms Chan
Position*:	Manager
Telephone No.*:	34567890
Fax No:	
Email Address:	
Attached Return ^{Note:}	1Q2014_IC999997.xls [Browse Cancel]

To download the template, click [DOWNLOAD](#)

Note: Please use the following format xQYYYY_Reg no. for file name
(Example: 2Q2015_IC999999.xls or 2Q2015_IC999999.xlsx)


*:Mandatory field

Please click the "Submit" button for file submission.

SUBMIT

Submit NIL Return


IV.4 For NIL return, please tick the box next to “Confirm Nil Return” and enter the required information, then press the “SUBMIT” button. Once submitted, the information cannot be changed using the eService.





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SCHEMES AUTHORITY


Home > Quarterly Return on Complaints


Welcome Lucky Insurance Consultants Limited
Last Login Attempt:10/12/2014 12:20 Successful

 General Information

 Quarterly Return on Complaints

 Annual Return

 View Submission History

 Online Demo

Uploading Quarterly Return On Complaints

Year:	2014
Quarter*:	First Quarter
PI MPF Reg No:	IC999999
PI Name:	Lucky Insurance Consultants Limited
Confirm Nil Return:	<input checked="" type="checkbox"/>
Contact Person*:	Ms Chan
Position*:	Manager
Telephone No.*:	34567890
Fax No:	
Email Address:	

*:Mandatory field

SUBMIT

Submission Date & Time, and Submission ID Reference Number

IV.5 After pressing the “SUBMIT” button, the submission date and time, and Submission ID reference number will be shown.

The screenshot displays the MPFA online portal interface. At the top, there is a navigation bar with links for 'Home', 'User Manual', 'Security Tips', 'Change Password', and 'Logout'. Below the navigation bar, the MPFA logo and name are visible on the left, and a welcome message for 'Tai Tai Insurance Company Limited' is on the right, indicating a successful login on 10/12/2014 at 14:34. The main content area is titled 'Uploading Quarterly Return On Complaints'. It shows a confirmation message: 'Submission has been received on Dec 10, 2014 3:16:23 PM. Submission ID reference number: PIQCR-141210-00002'. Below this, a note states: 'If you need to retrieve the file of your submitted annual return for record (save or print), please click "View Submission History" on the left menu bar and then select the appropriate download link.' On the left side of the main content area, there is a vertical menu with five items: 'General Information', 'Quarterly Return on Complaints' (which is highlighted), 'Annual Return', 'View Submission History', and 'Online Demo'.

Relevant online demonstrations are available at
<https://eservices.mpfa.org.hk/eservice/eng/demo.do>

V. ANNUAL RETURN

Annual Return to be Delivered by MPF Principal Intermediaries

V.1 Principal Intermediaries can click on the “Annual Return” button on the left menu bar to submit an annual return to the MPFA. Below is the first screen page for input:

Home > Annual Return

Welcome Tai Tai Insurance Company Limited
Last Login Attempt: 04/12/2014 14:36 Successful

Annual Return

SECTION I SECTION II SECTION III SECTION IV Summary Confirmation

**Annual Return to be Delivered by MPF Principal Intermediary
For the period 1 January to 31 December 2014**

(under section 34ZO of the Mandatory Provident Fund Schemes Ordinance, Cap.485 ("MPFSO"))

SECTION I - PARTICULARS OF THE MPF PRINCIPAL INTERMEDIARY

Name in English:	Tai Tai Insurance Company Limited
Name in Chinese (if any):	大大保險有限公司
MPF Registration No.:	IC999997
Name of Contact Person:	<input type="text"/>
Telephone No. of Contact Person:	<input type="text"/>
E-mail Address of Contact Person:	<input type="text"/>

SAVE AS DRAFT **NEXT**


Useful Buttons and Notes

V.2

SAVE AS DRAFT	An incomplete annual return can be saved as a draft and retrieved for further input prior to submission.
[Add Delete]	MPF schemes can be added when necessary and wrongly-selected MPF schemes can be deleted.
Note	By moving a cursor to the Note No. next to certain terms, further elaboration will appear.

Declaration & Warning Message

V.3 After entering relevant business information and statistics, please read the declaration and warning message carefully, then tick the declaration boxes and enter the name and position of the authorized person. Please see below:



Home > Annual Return

Welcome Tai Tai Insurance Company Limited
Last Login Attempt: 04/12/2014 16:31 Successful

General Information

Quarterly Return on Complaints

Annual Return

View Submission History

Online Demo

Annual Return

SECTION I

SECTION II

SECTION III

SECTION IV

Summary

Confirmation

SECTION IV - DECLARATION

<input type="checkbox"/>	We confirm that we have in place procedures and controls to ensure compliance with Part 4A of the MPFSO.
<input type="checkbox"/>	We declare that to the best of our knowledge and belief, the information given in this Annual Return is correct and complete.+
<input type="checkbox"/>	We confirm that the person completing and submitting this Annual Return is a person duly authorized by the Principal Intermediary, with the authority to do so. The Principal Intermediary and the authorized person will be responsible for the information provided.
<input type="checkbox"/>	We confirm that we have read the <i>Personal Information Collection Statement</i> ("PICS") and understand our rights and obligations in relation to the personal data provided by us to the MPFA and consent to the manner in which the personal data may be used or dealt with as specified in the PICS.

Name of MPF Principal Intermediary	Tai Tai Insurance Company Limited
Name of Person Authorized by the Principal Intermediary for Completing and Submitting this Annual Return	<input type="text"/>
Position of this Authorized Person	<input type="text"/>

+Warning: Section 43E(1) of the MPFSO makes it an offence punishable with a maximum of 1 year's imprisonment and a fine of \$100,000 for the first occasion and 2 years' imprisonment and a fine of \$200,000 on each subsequent occasion for a person who makes a statement that the person knows to be false or misleading in a material aspect, or recklessly makes a statement which is false or misleading in a material aspect.

SAVE AS DRAFT

CANCEL

BACK

NEXT


Personal Information Collection Statement ("PICS")

V.4 The PICS will appear when moving the cursor to "*Personal Information Collection Statement*" and clicking on the words.

Summary Page

V.5 When all the required information has been entered, a summary page will appear showing all the information. Please read this carefully and ensure that all the information is CORRECT before pressing the “CONFIRM & SUBMIT” button. Once submitted, the information cannot be changed using the eService.

V.6 The summary page can still be saved as a draft and printed out before submission.



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SCHEMES AUTHORITY

Home > Annual Return

Welcome Tai Tai Insurance Company Limited
Last Login Attempt:04/12/2014 16:31 Successful

General Information

Quarterly Return on Complaints

Annual Return

View Submission History

Online Demo

Annual Return

SECTION I SECTION II SECTION III SECTION IV Summary Confirmation

Annual Return to be Delivered by MPF Principal Intermediary
For the period 1 January to 31 December 2014

(under section 34ZO of the Mandatory Provident Fund Schemes Ordinance, Cap.485 ("MPFSO"))

SECTION I - PARTICULARS OF THE MPF PRINCIPAL INTERMEDIARY

Name in English:	Tai Tai Insurance Company Limited
Name in Chinese (if any):	大大保險有限公司
MPF Registration No.:	IC999997
Name of Contact Person:	Chan Tai Man

:

:

:

:

:

Version 2 - December 2014

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SECTION IV - DECLARATION

<input checked="" type="checkbox"/>	We confirm that we have in place procedures and controls to ensure compliance with Part 4A of the MPFSO.
<input checked="" type="checkbox"/>	We declare that to the best of our knowledge and belief, the information given in this Annual Return is correct and complete.†
<input checked="" type="checkbox"/>	We confirm that the person completing and submitting this Annual Return is a person duly authorized by the Principal Intermediary, with the authority to do so. The Principal Intermediary and the authorized person will be responsible for the information provided.
<input checked="" type="checkbox"/>	We confirm that we have read the <i>Personal Information Collection Statement</i> ("PICS") and understand our rights and obligations in relation to the personal data provided by us to the MPFA and consent to the manner in which the personal data may be used or dealt with as specified in the PICS.

Name of MPF Principal Intermediary	Tai Tai Insurance Company Limited
Name of Person Authorized by the Principal Intermediary for Completing and Submitting this Annual Return	Chan Tai Man
Position of this Authorized Person	Director

+Warning: Section 43E(1) of the MPFSO makes it an offence punishable with a maximum of 1 year's imprisonment and a fine of \$100,000 for the first occasion and 2 years' imprisonment and a fine of \$200,000 on each subsequent occasion for a person who makes a statement that the person knows to be false or misleading in a material aspect, or recklessly makes a statement which is false or misleading in a material aspect.

SAVE AS DRAFT


CANCEL

BACK

CONFIRM
& SUBMIT

Submission Date & Time, and Submission ID Reference Number

V.7 After pressing the "CONFIRM & SUBMIT" button, the submission date and time and Submission ID reference number will be shown.



強制性公積金計劃管理局
MANDATORY PROVIDENT FUND
SCHEMES AUTHORITY

Home > Annual Return

Welcome Tai Tai Insurance Company Limited
Last Login Attempt:08/12/2014 12:08 Successful

General Information

Quarterly Return on Complaints

Annual Return

View Submission History

Online Demo

Annual Return

SECTION I SECTION II SECTION III SECTION IV Summary Confirmation

Submission has been received on 08/12/2014 12:34.
Submission ID reference number:PIANR-141208-00001

If you need to retrieve the file of your submitted annual return for record (save or print), please click "**View Submission History**" on the left menu bar and then select the appropriate download link.

Relevant online demonstration is available at
<https://eservices.mpfa.org.hk/eservice/eng/demo.do>

Continuing Professional Development Annual Return by Subsidiary Intermediaries (Individuals)

V.8 Subsidiary Intermediaries (Individuals) can click on the “CPD Annual Return” on the left menu bar to submit an annual return to the MPFA. Please see below:

Home


A A A 繁體

User Manual

Security Tips

Change Password

Logout



強制性公積金計劃管理局
MANDATORY PROVIDENT FUND
SCHEMES AUTHORITY

Welcome C-SI-003719 Last Login Attempt:07/01/2015 16:23 Failed

Home > CPD Annual Return

General Information

CPD Annual Return

View Submission History

Online Demo

Submit CPD Annual Return

Continuing Professional Development Annual Return by a Subsidiary Intermediary (Individual)

(under section 34ZO of the Mandatory Provident Fund Schemes Ordinance, Cap.485("MPFSO"))

A. PARTICULARS OF SUBSIDIARY INTERMEDIARY

Please complete the following particulars:

Name in English (same as HKID Card) :	Chan Tai Man
Name in Chinese (if any) (same as HKID Card):	陳太文
MPF Registration No.:	999999
Mobile Telephone No.:	<input type="text"/>
Residential Address:	<input type="text"/>

B.CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Please state the number of hours you have attended on core CPD activities and non-core CPD activities respectively¹ in the reporting year of 2014

	Number of Hours
Core CPD activities:	<input type="text"/>
Non-core CPD activities:	<input type="text"/>

Declaration & Warning Message

V.9 After entering the required information, please read the declaration and warning message carefully, and then tick the declaration boxes.

¹Please refer to the Guidelines on Continuing Training for Subsidiary Intermediaries.

C. DECLARATION

<input type="checkbox"/>	I certify that I have read the attached <i>Personal Information Collection Statement</i> ("PICS"). I understand my rights and obligations in relation to personal data provided by me to the MPFA and agree to the manner in which the MPFA may use or deal with the data as set out in the PICS.
<input type="checkbox"/>	For the purpose of my ongoing registration as a subsidiary intermediary and any purpose incidental thereto, I consent to the disclosure or release of my personal data or other information by my principal intermediary/intermediaries which I was/am/will be attached to the MPFA and hereby authorize the MPFA to request for such disclosure or release and to release my personal data to my principal intermediary/intermediaries.
<input type="checkbox"/>	For the purposes of monitoring my compliance with the MPF continuing training requirements as specified by the MPFA pursuant to s.34ZP of the Mandatory Provident Fund Schemes Ordinance (Cap.485) ("MPFSO") and my ongoing registration as a subsidiary intermediary, and any purpose incidental thereto, I consent to my principal intermediary/intermediaries which I was/am/will be attached to and the provider(s) of MPF training that is specified by the MPFA under the MPFSO ("MPF Training") disclosing and transferring my personal data (including MPF registration number and the name, date and training hours of the MPF training that I have attended) and other information and supporting evidence held by them to the MPFA. I also consent to the MPFA carrying out matching or comparison of the personal data or other information so disclosed or transferred by my principal intermediary/intermediaries or the provider(s) of MPF Training with my personal data or other information collected or held by the MPFA.
<input type="checkbox"/>	I understand that the results of the matching procedures and comparison mentioned in this CPD Annual Return may result in the MPFA suspending or revoking any registration of myself as a subsidiary intermediary, and/or exercising any other powers conferred by or under the MPFSO, if the results show that I have failed to comply with any MPF continuing training requirements.
<input type="checkbox"/>	I declare that to the best of my knowledge and belief, the information given in this CPD Annual Return is correct and complete. ^{Note}

Note: Warning: Section 43E(1) of the MPFSO makes it an offence punishable with a maximum of 1 year's imprisonment and a fine of \$100,000 for the first occasion and 2 years' imprisonment and a fine of \$200,000 on each subsequent occasion for a person who makes a statement that the person knows to be false or misleading in a material aspect, or recklessly makes a statement which is false or misleading in a material aspect.

**CONFIRM
& SUBMIT**

Confirm & Submit

V.10 Please ensure that the input information entered is **CORRECT** before pressing the "CONFIRM & SUBMIT" button.

Submission Date & Time, and Submission ID Reference Number

V.11 After pressing the “CONFIRM & SUBMIT” button, the submission date and time, and Submission ID reference number will be shown.

The screenshot displays the MPFA eServices portal interface. At the top, there is a navigation bar with a home icon, language options (A, A, 繁體), and links for User Manual, Security Tips, Change Password, and Logout. Below the navigation bar, the MPFA logo and name (Mandatory Provident Fund Schemes Authority) are on the left, and a breadcrumb trail 'Home > CPD Annual Return' is in the center. On the right, a welcome message reads 'Welcome C-SI-041454' and 'Last Login Attempt: New Account'. A left-hand menu contains four orange buttons: 'General Information', 'CPD Annual Return' (which is highlighted), 'View Submission History', and 'Online Demo'. The main content area, titled 'CPD Annual Return', shows a confirmation message: 'Submission has been received on Feb 17, 2015 11:21:10 AM. Submission ID reference number: SICPD-150217-00002'. Below this, a note states: 'If you need to retrieve the file of your submitted annual return for record (save or print), please click “View Submission History” on the left menu bar and then select the appropriate download link.'

Relevant online demonstration is available at

<https://eservices.mpfa.org.hk/eservice/eng/demo.do>

VI. VIEW SUBMISSION HISTORY

VI.1 Principal Intermediaries and Subsidiary Intermediaries (Individuals) can view their submission history by clicking on the “View Submission History” button on the left menu bar.

VI.2 Submitted annual returns which cover the last reporting period and/or quarterly returns on complaints submitted in the past eight quarters may also be downloaded.

Home > View Submission History

Welcome Tai Tai Insurance Company Limited
Last Login Attempt: 11/12/2014 10:48 Successful

View Submission History


Type:

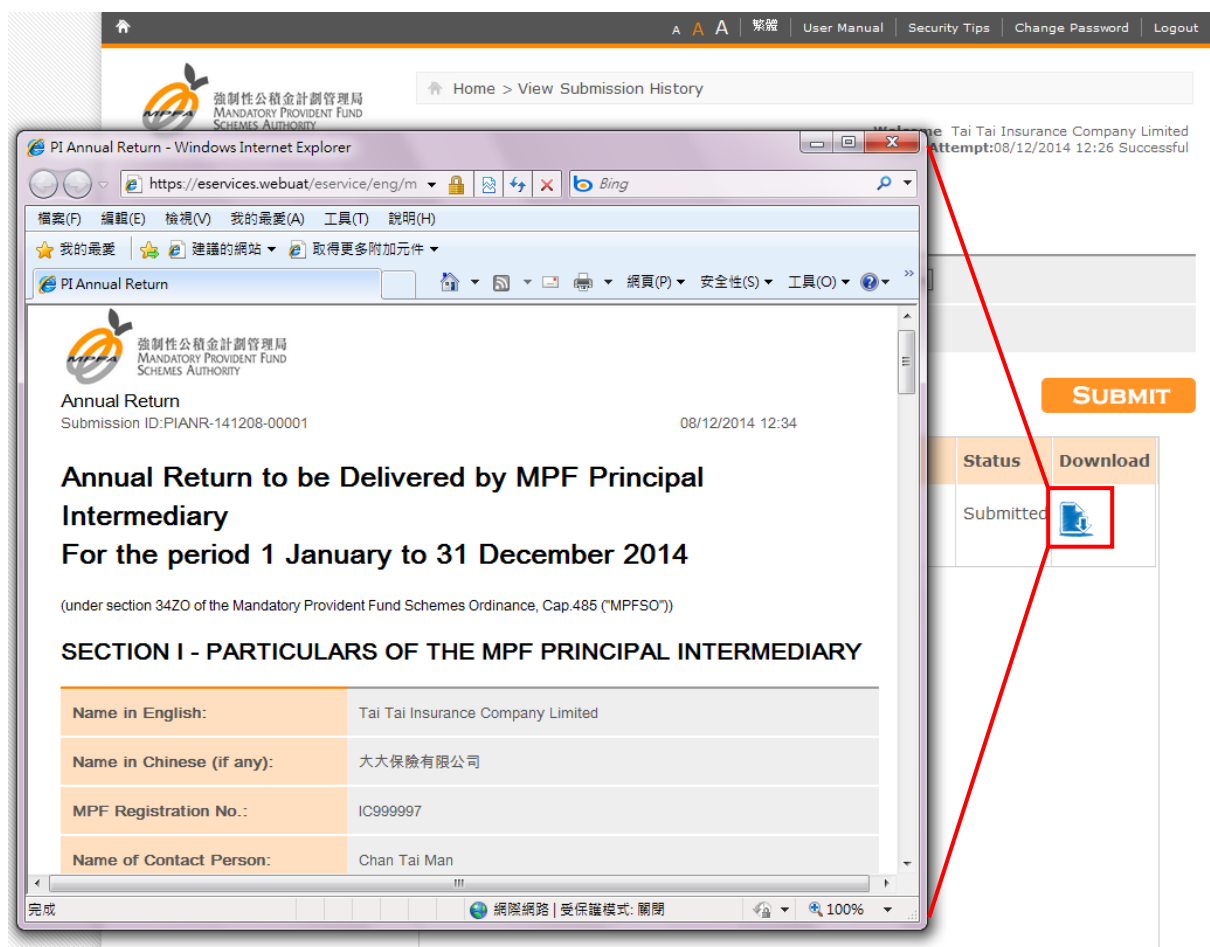
Status:

SUBMIT

Submission ID	Date	Type	Status	Download
PIQCR-141210-00001	10/12/2014 10:04:07	PIQCR Quarterly Return On Complaints (Q1 2014)	Submitted	
PIANR-141208-00001	08/12/2014 12:34:37	PIANR PI Annual Return	Submitted	

Downloading, Saving and Printing Out Submitted Annual Return(s) / Quarterly Return(s) on Complaints

VI.3 Submitted annual return(s) and/or quarterly return(s) on complaints can be downloaded by clicking  shown in the “Download” column. The downloaded annual return(s) and/or quarterly return(s) on complaints can also be printed out and saved for record purposes.




Relevant online demonstrations are available at
<https://eservices.mpfa.org.hk/eservice/eng/demo.do>

VII. ONLINE DEMONSTRATION

VII.1 Intermediaries can click on “Online Demo” on the top and left menu bars to view an online demonstration on how to use the eService. Please see below:



Mobile App | User Manual | **Online Demo** | Security Tips | 中文

 強制性公積金計劃管理局
MANDATORY PROVIDENT FUND
SCHEMES AUTHORITY



Subsidiary Intermediary

Login

Login ID:

Password:

[Forgot Password?](#)

1 7 9 1

[Refresh](#)

ENTER THE NUMBER

Please enter the number as shown in this box. If you can't see the number clearly, please click refresh to get another set of number.

SUBMIT

Disclaimer | System Requirement | System Maintenance Schedule | Privacy Policy | Terms and Conditions | Contact Us
Best viewed with Internet Explorer 8.0 or above with 1024 X 768 resolution



Home > General Information

Welcome Tai Tai Insurance Company Limited
Last Login Attempt:04/12/2014 16:31 Successful

Principal Intermediary

General Information

[Print](#)

- [General Information](#)
- [Quarterly Return on Complaints](#)
- [Annual Return](#)
- [View Submission History](#)
- [Online Demo](#)

Name:	Tai Tai Insurance Company Limited 大大保險有限公司
MPF Registration No.:	IC999997
Frontline Regulator(s):	Insurance Authority
Status:	Active

Basic Information [Type A Regulatee Qualification](#) [Responsible Officer](#) [Compliance Officer](#) [Contact Person](#)

Business Registration No.:	12345678
Email Address:	xxx@taitai.com
Telephone No.:	23456789
Fax No.:	45674567

Address of Principal Place of Business in Hong Kong (English):



Welcome C-SI-003719 Last Login Attempt:07/01/2015 09:26 Successful

Home > General Information

Subsidiary Intermediary

General Information

[Print](#)

- [General Information](#)
- [CPD Annual Return](#)
- [View Submission History](#)
- [Online Demo](#)

Name:	Chan Tai Man 陳太文
MPF Registration No.:	999999
Frontline Regulator(s):	Insurance Authority
Status:	Active

Registration Information [Basic Information](#) [Regulatee Qualification](#)

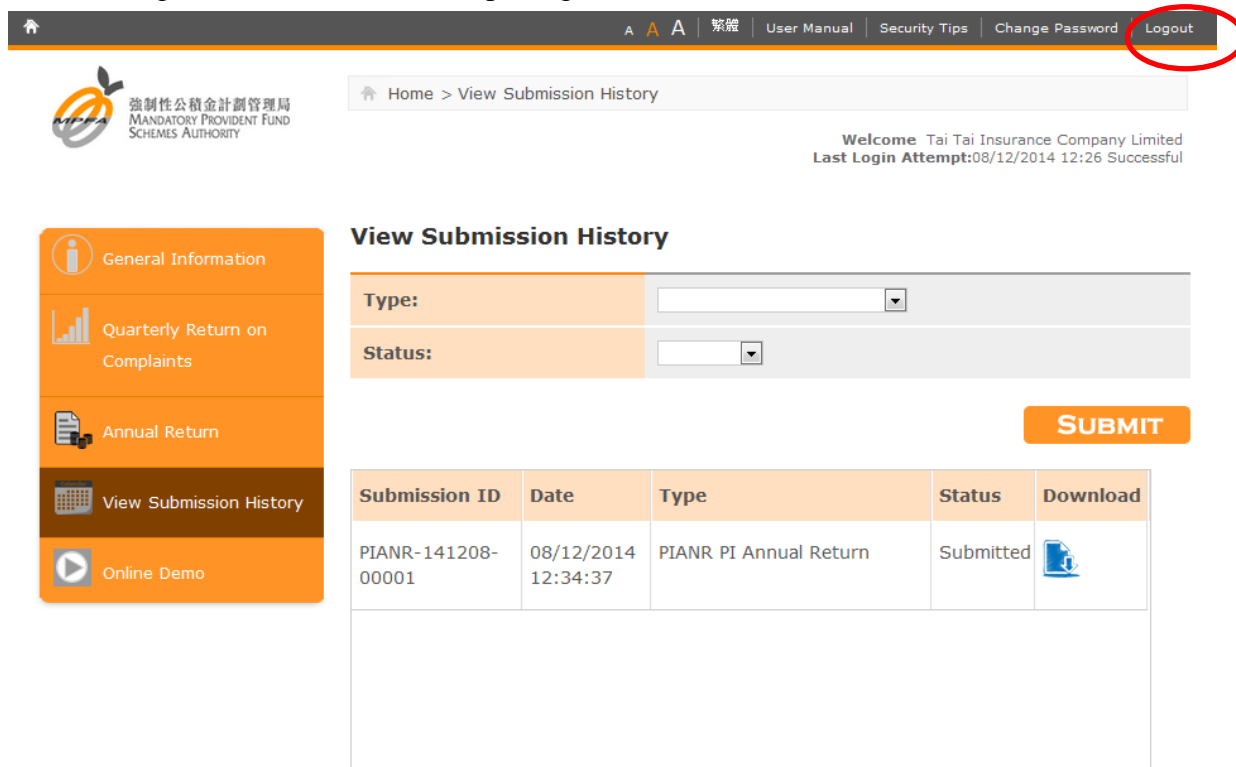
Please find below your registration history of MPF intermediary for the past 3 years:

Registration Date	Revocation Date	Revocation on Disciplinary Ground
30/12/2012		

Disqualification Period (if applicable):

VIII. LOG OUT

VIII.1 Intermediaries should log out of the eService by clicking on “Logout” at the top right hand corner after completing their business on the site.



Home > View Submission History

Welcome Tai Tai Insurance Company Limited
Last Login Attempt: 08/12/2014 12:26 Successful

View Submission History

Type:
Status:

SUBMIT

Submission ID	Date	Type	Status	Download
PIANR-141208-00001	08/12/2014 12:34:37	PIANR PI Annual Return	Submitted	